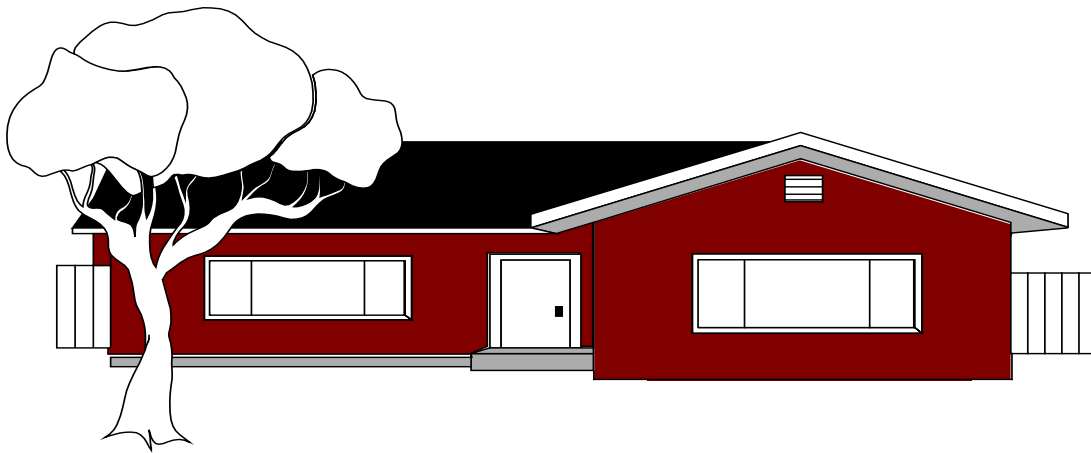


GUIDELINES FOR MANUFACTURED HOMES



**County of San Bernardino
Land Use Services Department
BUILDING AND SAFETY DIVISION**

May 08, 2014

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I. THE PURPOSE OF THIS GUIDE

This guide provides basic information for the permit application and inspection processes for manufactured homes located on private property outside of mobilehome parks in the unincorporated areas of the county. In mobilehome parks in the unincorporated area of San Bernardino County, the State Department of Housing and Community Development (HCD) should be contacted for information. If the mobilehome park is in an **incorporated** City or Town within the County, the necessary information will be provided by that City or Town. If you are unsure about which agency has jurisdiction, contact us.

The locations of the Building and Safety and HCD offices are listed in Appendix D of this Guide.

II. DEFINITIONS

A manufactured home is a structure, transportable in one or more sections which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation system. A "manufactured home" includes mobilehomes and is subject to the National Manufactured Housing Construction and Safety Act of 1974.

A manufactured home may be installed under the provisions of Health and Safety Code Section 18551 or the California Code of Regulations, Title 25. Health and Safety Code Section 18551 installations are deemed to be a fixture and a real property improvement to the real property to which it is affixed. Either method of installation may be used.

III. WHERE MANUFACTURED HOMES MAY BE INSTALLED

Manufactured homes may be installed on private property on a permanent or temporary basis depending on the land use district of the parcel of land and the intended use of the manufactured home.

A. PERMANENT BASIS

Manufactured homes may be installed on a permanent basis on private property subject to a permit and approval by the Building and Safety Division. Whether a manufactured home is permitted or not is determined by the land use district of the intended location. Where the land use district allows site built homes, a manufactured home may be installed in lieu of the site built home. Before the purchase of a new manufactured home, the following items should be done:

1. Verify the land use district/zoning of the parcel of land with the Building and Safety Division. The parcel must be in a residential district. The land use district/zoning will also determine the number of units allowed on the parcel. There is a fee for researching the parcel. You will find the address for your local Building and Safety office listed in Appendix D of this guide.

2. Verify the manufactured home will meet the Minimum Residential Construction Standards as discussed in Part IV of this guide.
3. Verify the manufactured home will meet Overlay District conditions as discussed in Appendix A and Appendix F.
4. Verify the availability of utilities at the site (water, sewer, etc.). More information concerning this is discussed in Part VIII of this guide.
5. Consider deed restrictions. It is possible for a property to have deed restrictions which may prohibit a mobile home or limit their size and appearance. The County does not review deed restrictions or enforce them; that is left to the property owners within the tract or subdivision. Make sure that you comply before you buy.

B. TEMPORARY BASIS

Temporary use of manufactured homes and travel trailers as temporary living quarters while building a home or to temporarily house security personnel who are protecting legally established projects may be permitted. This use is known as a Temporary Use Permit (T.U.P.). Any well maintained mobilehome or travel trailer having a DOH Insignia or HUD Label may be used provided that it is large enough for the number of intended occupants.

Manufactured homes (not trailers) may be used to provide temporary housing for senior citizens or adult dependents of the owner/occupant of the primary residence on the same property. This use is known as Dependent Housing.

All required permits and inspections for manufactured homes (and travel trailers when allowed) are obtained from the Building and Safety Division.

Approval of a separate land use application is required for all temporary uses. Because the specific requirements and levels of review vary for each use, guidelines for these types of uses are contained in other documents which are available at all Building and Safety regional offices listed in Appendix D of this guide.

IV. MINIMUM RESIDENTIAL CONSTRUCTION STANDARDS

Manufactured homes which conform to the requirements established by the State and County may be used.

The Minimum Residential Construction Standards are established by San Bernardino County and the regulations apply to all permanent single family residential construction with some special requirements that apply only to manufactured homes. The following is a summary of the Minimum Residential Construction Standards.

All detached single family residential structures, including manufactured housing, hereafter simply referred to as "homes" in the unincorporated areas of San Bernardino County shall comply with the following construction standards:

1. If a manufactured home is installed, the supporting system shall comply with either Section 18551 of the State Health and Safety Code or California Code of Regulations, Title 25, Chapter 2, Sections 1333 and 1334, which shall include tie down, clip, or anchoring systems approved by an engineer to resist lateral forces for the subject manufactured home.
2. All homes shall have siding material that consists of stucco, wood, brick, stone or decorative concrete block. Synthetic products of a similar appearance and equivalent durability shall be allowed. Metal siding, if utilized, shall be non-reflective. The exterior covering material shall extend to a point at or near grade except if an approved solid wood, metal, concrete or masonry perimeter foundation is used, the exterior covering material need not extend below the top of the foundation.
3. All homes shall have roofing material of tile, composition shingles, wood shakes and shingles (if allowed by Fire Safety or other applicable overlay districts) or other material customarily used in the surrounding community.
4. All entries and exits shall be completed per the California Building Code. This requirement means all stairways, landings, guardrails, etc., will have to be completed before final approval of the home.
5. Choose the appropriate one of the following two choices depending on the size of the parcel:
 - A. Homes located on lots greater than thirty (30) feet in width and greater than five thousand (5,000) square feet in area shall also comply with the following:
 - 5(A)(1) The minimum floor area shall be seven hundred twenty-five (725) square feet measured from the exterior of the structure.
 - 5(A)(2) The minimum floor width and depth shall each average twenty (20) feet measured from the exterior of the structure excluding garages, porches, patio, eaves, cabanas and popouts.
 - 5(A)(3) In the Valley and Desert areas, all homes located in a Single Residential (RS) district, except for those lots which are located in the Alternate Housing Standards (AH) Overlay District, shall have an enclosed garage or carport constructed in compliance with the California Building Code, a minimum of 10 feet by 20 feet. A second parking space shall be provided that may be uncovered with the minimum dimension of 9 x 19 feet.
 - 5(A)(4) Utility hookups and an area shall be provided to accommodate installation of a clothes washer and dryer within the primary structure or within an attached enclosed accessory structure.

- B. Residential structures located on lots of thirty (30) feet or less in width or five thousand (5,000) square feet or less in area shall comply with 1 through 4 above and the following:
- 5(B)(1) Minimum floor area shall be six hundred (600) square feet measured from the exterior of the structure.
 - 5(B)(2) Minimum floor width shall be fifteen (15) feet measured from the exterior of the structure.
- 6. Homes installed on property designated with an AH Overlay District shall comply with the provisions of the Alternative Housing Standards.
 - 7. Manufactured homes may be installed where the construction of a site built home is permitted.
 - 8. Except as noted below, a building permit or a mobilehome permit for the installation of a manufactured home not within an approved and properly licensed mobilehome park shall not be issued if more than 10 years have elapsed between the date of manufacture and the date of application for the permit to install such mobilehome. Also, the manufacturer shall have permanently affixed to the manufactured home a label or tag certifying that the manufactured home conforms to the National Manufactured Housing Construction and Safety Standards Act of 1974.
 - 9. Proof of legal and physical access as determined by the Land Development Engineering Section of the Public Works Department.
 - 10. Infrastructure as determined by the Land Development Engineering Section of the Public Works Department depending on the location of the parcel to be developed. This may include, but not limited to, any of the following: dedications, paved access, curbs and gutters, sidewalk, streetlights, and/or appropriate drainage improvements.
 - 11. Proof of water availability adequate to maintain the dwelling in a sanitary condition is required. Hauled water is not considered an acceptable water source without the specific approval of the Division of Environmental Health Services (DEHS). See Appendix D for location and phone number of the DEHS.
 - 12. Proof of available public sewer or adequate private sewage disposal system capacity.
 - 13. A water system adequate for fire suppression in compliance with the Uniform Fire Code.

Alternate Housing Standards

Some exceptions are allowed to be made to the minimum residential construction standards as described in this section.

Homes built or installed in the area identified on the Official Land Use Plan as the Alternate Housing Overlay (AH) are required to comply with all of the minimum residential construction standards listed above except #5. Instead of #5, the following applies:

1. The minimum floor area shall be seven hundred and twenty-five (725) square feet measured from the exterior of the structure.
2. The minimum floor width shall be fourteen (14) feet, measured from the exterior of the structure.

Manufactured Homes Older Than Ten Years

The ten-year age limit required by item #8 above does not apply when all of the following findings can be made:

1. The site for the proposed location of the manufactured home is adequate in terms of shape and size to accommodate the use and all parking areas, setbacks, structure coverage, yards, and other applicable requirements of this Development Code;
2. The Building and Safety Division has investigated, inspected and reported on the manufactured home and has determined that the manufactured home proposed for installation substantially conforms to the construction standards regarding health, accessibility, life and fire safety and structural requirements applicable to manufactured homes less than ten years old; and
3. The appearance of the manufactured home and the method of siting are compatible with the appearance of the primary structure and the structures in the surrounding neighborhood.

Obtain the information packet on this procedure at any Building and Safety office if the ten year age limit affects the manufactured home under consideration.

V. OWNER/BUILDER OR LICENSED CONTRACTOR

The owner may elect to perform all or part of the work on the installation of the manufactured home or other structures or facilities. It is the owner's responsibility to know the code requirements and techniques necessary to perform the job(s) in a workmanlike manner. The necessary test equipment for the inspection must be provided; (ounce gauge to test the gas piping and equipment inside the manufactured home, and standard gas gauge to test gas supply piping). A licensed contractor(s) may be hired to perform all or part of the work, and under certain circumstances, competent workmen under a time and materials agreement. Restrictions apply to the work either may perform. For more information, contact the Contractors' State License Board listed in Appendix D of this guide.

While Building and Safety inspectors will endeavor to appropriately answer any questions and explain code requirements, workload demands must take priority in their allocation of time.

VI. WORKERS' COMPENSATION INSURANCE

If someone is hired to work on the property, State law requires that person to be covered by Workers' Compensation Insurance. This insurance may be obtainable through a homeowner's insurance carrier.

NOTE: Proof of a current Contractor's License and Workers' Compensation Insurance must be provided at the time of submittal or the owner must sign a declaration of exemption from State law on the permit.

VII. PERMIT REVIEW PROCESS

Each permit application and plan is reviewed by a plans examiner who either approves or denies the issuance of the permit.

Conditions may exist which require the proposed location or configuration of the manufactured home, accessories, and/or utilities to be changed. The land use district minimum building setbacks as well as any special conditions are recorded on the permit.

No land disturbing activities, including native plant or tree removal, may occur until after the property has been inspected and an installation permit issued.

VIII. PERMIT APPLICATION

A. WHERE TO APPLY

Permit applications for manufactured home installations are accepted and processed at all Building and Safety offices listed in Appendix D of this guide.

B. WORK INCLUDED IN THE MANUFACTURED HOME INSTALLATION PERMIT

The permit includes the installation inspection of the manufactured home, the sewage disposal system, the electrical service equipment and connections to the manufactured home, fuel gas piping, and the water service piping from the meter or well.

C. OTHER PERMITS AND FEES

A separate permit is required for all accessory structures including, but not limited to, awnings, carports, decks, ramps, patio enclosures, ramadas, cabanas (habitable room additions), storage sheds over 120 square feet in area, and garages. Each application for a manufactured home accessory structure must be accompanied with three (3) sets of detailed construction and plot plans.

Grading is subject to separate permit and plan requirements of the California Building Code.

A pre-construction or erosion control approval must be obtained prior to any land disturbance on the site. For more information, obtain a copy of the guidelines on this subject available at all Building and Safety offices.

When more than one dwelling unit is installed on a parcel, additional review is required.

When a manufactured home is installed under the provisions of Dependent Housing or a Temporary Use Permit, an additional application must be filed and approved prior to the permit process.

The construction of water supply wells requires separate permits from DEHS prior to Building and Safety permits. Hauled water is not permitted without the specific approval of DEHS.

Most alterations to manufactured homes require permits, inspections, and approvals from the State Department of Housing and Community Development listed in Appendix D of this guide.

Other agencies frequently require the payment of substantial fees associated with their services which may have a significant impact on the cost of your project. The most obvious of these are the serving utilities (electric, gas, water, and sewer). The Fire Department may impose conditions that consider access and water availability in response to a fire. In addition, most school districts impose a school impaction fee per square foot of living area of the manufactured home (see a Building and Safety Technician for more information).

In some locations, the County has imposed drainage and road fees or required the installation of curbs and gutters with road dedications.

It is strongly suggested that, prior to making the financial commitment to purchase a manufactured home or property, you determine the applicability of these additional fees.

D. APPLICATION DOCUMENTS

The following documents are required to accompany your permit application for manufactured home installations on private property:

- Plot Plan (3 copies). See Appendix B for instructions.
- Floor plan (3 copies).
- Preconstruction or erosion control plans, permits and inspections as required.
- Grading plans, if required.
- Completed Manufactured Home Information Sheet (3 copies - see Appendix E).
- Fire Department Project Conditions. Contact the local fire department for information.
- Completed Green Building Standards Code Checklist.
- A letter guaranteeing water service to the property from the water company. Any provisions other than public water must be approved in writing by Environmental Health Services, including wells.
- A letter authorizing sewer service or approval for a private sewage disposal system from the appropriate agency.
- Health and Safety Code 18551 and Title 25 installations require an installation manual, 3 copies of the setdown plan or tiedown specifications showing chassis pier locations, marriage line pier locations and any other special piers required.
- Health and Safety Code 18551 setdowns require an engineered foundation plan with a current approval date.
- Health and Safety Code 18551 installations require additional ownership documentation to show compliance with state law. Refer to the State Guidelines titled "USER GUIDE FOR INSTALLING MANUFACTURED HOMES, MOBILEHOMES AND COMMERCIAL COACHES ON FOUNDATION SYSTEMS" available at all Building and Safety regional offices.

- Health and Safety Code 18551 retrofit installations require proof that the mobilehome is owned free and clear or have a notarized letter from the lienholder consenting to placement on a foundation system.
- All new residential structures are required to pay school fees to the school district in their area. This fee must be paid prior to final inspection of the manufactured home. The school district will provide a letter stating their requirements have been met which will need to be provided to the Building and Safety Division.
- The property may be located in a Transportation or Drainage Fee Area. Check with the local Building and Safety office to determine where and when this fee applies.
- In some cases, due to safety overlay requirements or other special conditions, additional documents are needed to show compliance. A Land Use Technician will be able to identify any such specific documentation. See Appendix A for more information on Overlay Districts.

IX. REQUIRED STEPS FOR A MANUFACTURED HOME INSTALLATION

1. Apply for the plan review and installation permit.
2. Prepare the property for the pre-construction or erosion control inspection as described in the guidelines on this subject available at all Building and Safety offices. Arrange for the inspection as needed.
3. After pre-construction or erosion control inspection approval and the installation permit has been issued, transplant any native trees or plants as required. Install utilities (gas piping, water piping, electric service, and sewage disposal system) and the manufactured home. No work may be covered or otherwise concealed until it has been inspected and approved. This also means that the perimeter skirting or foundation system is not installed until the piers under the manufactured home are inspected and approved. Prior to pouring concrete, placing rock or concealing work of a Health and Safety Code 18551 installation, call for the footing inspection and obtain the approval to proceed.
4. Call for the rough installation inspection. When all work is approved, the inspector will sign the approved items on the job card.
5. Complete the requirements of the Minimum Residential Construction Standards, cover any remaining excavations, complete final grading and site improvements, and install roof cap(s) on a multi-section mobilehome.
6. Call for the final installation inspection. When all work is approved, the inspector will issue a certificate and authorize the utilities to begin service.

Occupancy prior to the issuance of a "Certificate of Occupancy" or a "Mobilehome Installation Acceptance" is subject to enforcement action.

APPENDIX A

PERMIT INFORMATION SOURCES

A considerable amount of information must be provided on and with the permit application. This section is intended to assist you with obtaining information commonly found to be a problem.

Assessor's Parcel Number: This number identifies the property, consists of thirteen digits and is printed on the property tax bill.

Subdivision or Tract Map: Land division maps generally contain a wealth of information which can be very helpful when the plot plan for your project is being prepared. Copies of all land division maps are on file in Building and Safety offices. Right-of-way dimensions, easement locations, and building setback lines are often indicated on the maps. Be sure to compare title reports issued to the owner that may identify easements or other information not otherwise found on Building and Safety maps.

HUD Label: HUD Labels have been issued to all manufactured homes constructed in the United States since 1976 and indicate compliance with federal regulations. The HUD Labels are about the size of a credit card and are usually found mounted on the end of each section of the manufactured home near the left tail light location.

If the Label is missing, contact the State Department of Housing and Community Development to arrange for a replacement (office locations and phone numbers are listed in Appendix D of this guide).

NOTE: The HUD Label is not the same as the registration sticker, D.O.H. label or V.I.N.

Snow Load Capacity: The snow load or live load of the manufactured home roof is indicated on a sheet called a "Data Plate" which may usually be found mounted on the inside wall of a closet or cabinet in the manufactured home. If this sheet is missing, the information may be obtained from the manufacturer or the State Department of Housing and Community Development. They will need the serial number, make, and model of the manufactured home. This information is essential if the proposed location is in one of the County's mountain areas.

Overlay Districts: Overlay districts may place conditions on how the manufactured home is installed and built. The Fire Safety (FS) Overlay, for example, not only has special requirements on setbacks and building separations, but also has requirements that may affect the construction of the home at the factory such as Class A roofs and fire resistive walls. Some of the required features must be inspected while the home is under construction at the factory, or, if the home has already been built or previously installed, it may have to be modified with a permit from the California Department of Housing and Community Development (HCD). In the latter case, a separate permit and inspections from HCD is required. In either case, an inspector is to certify the required features were inspected and approved. See Appendix F for the FS Overlay Inspection Certificate

required prior to final approval in the FS Overlay area. Fire Safety Overlay guidelines are available at all Building and Safety offices.

The Flood Plain Overlay is another type of overlay that necessitates special features be considered in the installation. Such features may include flood proofing, slope protection and elevation, for example.

If these conditions apply, they must be thoroughly understood before the home is purchased or ordered from the factory. If there are any questions, please ask a Land Use Technician for assistance.

APPENDIX B

PLOT PLAN

Single Dwelling on a Single Parcel:

The parcel must be in a Land Use District that allows a residence.

Plot plans should contain the following information:

1. **Three copies** of the plot shall be submitted. All information shall be shown on a **single sheet; drawing must be to scale.**
2. Name of owner, job site address and Assessor Parcel Number.
3. Vicinity Map: A simple road map which shows access to the property from a main road. An arrow indicating north needs to be included. Please show any landmarks which will help the inspector find your property.
4. Provide North arrow for plot plan and scale of drawing.
5. Property lines and dimensions.
6. Plot location of existing structure(s), indicate use, dimensions and distance from property lines.
7. Plot location of proposed structure(s) and any accessory structures. Indicate use, dimensions and distance from property lines.
8. Identify the locations, dimensions and names of any existing and proposed right-of-ways abutting the property and any easements on the property.
9. Plot location and size of all existing and proposed underground structures and facilities such as water piping, gas piping, septic tanks, leach lines, seepage pits, cesspools and wells.
10. Show important topographic conditions such as hills, canyons and water courses.
11. Show the location of all existing trees and other native vegetation.
12. Show the location of two 9' x 19' parking spaces with the driveway, driveway approach and the location and required type of surfacing material.
13. Show the location of the covered parking if required by the Minimum Residential Construction Standards.
14. Prior to issuance of permit, the Surveyor Department must determine offer of dedication and curb and gutter requirements. The established requirements must be in place prior to final inspection.

APPENDIX C

INSTALLATION NOTES

A. UTILITIES:

All utilities must be inspected and approved prior to occupancy of the manufactured home.

Section 18551 installations are required to have utility connections made permanent in a manner applicable to buildings. Refer to the adopted uniform codes for these requirements.

All utilities shall be protected where subject to damage. Where plumbing connections pass through masonry or concrete, protection shall be provided for expansion and settlement.

1. Electric

The manufactured home must be supplied with electricity at its rated capacity. The electrical rating is normally indicated on a sticker located on the exterior siding near the manufactured home electrical panel. Older manufactured homes may not have this sticker, in which case the rated capacity would be that of the main circuit breaker.

Consult with the electric company for the meter location and installation requirements. If the meter cannot be installed within the length of the factory installed feeder assembly, an approved wiring method may be run from the meter to a rain-tight junction box. If a junction box is used, it must be supported by two or more metal conduits threaded wrench tight into the junction box or into hubs identified for the purpose, or by a 4' x 4' redwood or treated wood post, or a minimum 1-1/2" steel pipe. These three methods of support must be stabilized with a minimum 3-1/2" concrete slab surrounding the supports at least 6". Junction boxes shall be at least 12 inches above grade and sized per Article 314 of the California Electrical Code. All requirements of the California Electrical Code apply to the installation from the junction box to the meter location.

2. Gas Yard Piping

Gas yard piping is the supply piping from the meter, or L.P.G. tank to the flexible connector at the manufactured home.

L.P.G. tanks must be placed a minimum of 10' from the manufactured home and all property lines. Metallic piping shall be installed a minimum of 12" below grade and 12" from other underground utilities. Metallic gas piping must be approved for underground use.

Approved plastic piping materials may be allowed for installation when they are installed in accordance with approved installation standards. Check with your local Building and Safety office for the most current requirements. Plastic gas piping may not be used within or under any structure or manufactured home, and shall be installed a minimum of 18" in depth. Plastic piping must be installed with approved metallic transitional riser fittings and a minimum 18 gauge copper tracer wire must be installed with the piping terminating above grade at each end. Plastic gas yard piping must be identified by metal tag at the meter end of piping.

Gas yard piping shall be sized for the maximum BTU demand of the home, but shall not be less than 3/4". The minimum amount of gas needed is indicated in BTU's on a sticker located on the exterior siding near the end of the gas pipe of the home.

An air pressure test of 3 psi for 10 minutes without any perceptible drop is required for gas yard piping. A shut-off valve is required on the gas outlet riser which must terminate a minimum of 6" above grade in an accessible location. The manufactured home must have a maximum 6' long listed flexible connector. Do not connect the home to the gas yard piping until after the air test has been approved.

3. Manufactured Home Gas Piping

The manufactured home gas piping system shall be subjected to a pressure test with all appliance shut-off valves, except those ahead of fuel gas cooking appliances, in the open position. Appliance shut-off valves ahead of fuel gas cooking appliances shall be closed.

The gas line air test must maintain a pressure between 6 to 8 ounces per square inch (psi) or a 10 to 14 inch water column. The pressure test must be held for a minimum of two minutes with no perceptible drop.

4. Water

Minimum 3/4" diameter piping of approved metal or plastic is required; piping must be a minimum of 12" below finish grade (deeper in the mountain region). All plastic risers must be supported and wrapped above grade. The riser terminating within the utility area must have a shut-off valve and hose bib.

The riser may be enclosed in a 3-1/2" concrete slab (sleeve pipe if PVC is used). Water piping is tested with either working water pressure or a 50 psi air test.

Water pressure over 80 psi requires a pressure regulator. A minimum of 15 psi water pressure is required prior to final approval of the manufactured home.

5. Sewage Disposal.

Private septic systems consist of a septic tank and a seepage pit or leach line. The septic tank can be no closer than 5 feet to the manufactured home or leaching area, and the leachline or seepage pit must be a minimum of 8' from the home. One and two bedroom homes will require a 750 gallon septic tank; 3 bedrooms -1,000 gallons and 4 bedrooms requires a 1,200 gallon tank capacity. The required amount of leaching area will be determined from established rates. A flexible connector should be used when connecting the manufactured home drain to the sewer line. An approved two-way cleanout should be installed between the building drain and the sewer line where no upper terminal cleanout is provided for the building drain. All drain and sewer lines must have a minimum of 1/4 inch per foot slope and when of plastic shall be installed a minimum of 12 inches below the ground when outside of the area beneath the manufactured home.

B. UNDERFLOOR DRAINAGE:

The area beneath a manufactured home shall be sloped to provide drainage to an outside surface drainage facility.

If the area beneath a manufactured home cannot be made to drain to an outside surface drainage facility, a subsurface drain shall be installed in accordance with the following:

1. A minimum of 4" diameter drain pipe, with the open end screened and secured in place with concrete, brought to grade at the lowest point in the underfloor area, and
2. The drain pipe shall empty into a leach line that contains crushed rock under the leach pipe that is a minimum of 3' wide by 3' deep by 7' long.

The exterior wall surface of a manufactured home shall not be allowed to drain water to underfloor area.

APPENDIX D

SAN BERNARDINO COUNTY BUILDING AND SAFETY DIVISION

BARSTOW
301 EAST MT. VIEW AVE.
BARSTOW, CA 92311
(760) 256-4750 (8-9 AM ONLY)

BIG BEAR
477 SUMMIT BLVD. (P.O. BOX 2835)
BIG BEAR LAKE, CA 92315
(909) 387-8311

SAN BERNARDINO
385 N. ARROWHEAD AVENUE, FIRST FLOOR
SAN BERNARDINO, CA 92415
(909) 387-8311

TWIN PEAKS
26010 STATE HIGHWAY 189 (P.O. BOX 709)
TWIN PEAKS, CA 92391
(909) 387-8311

HESPERIA
HIGH DESERT GOVERNMENT CENTER
15900 SMOKETREE STREET, FIRST FLOOR
HESPERIA, CA 92345
(760) 995-8140

JOSHUA TREE
63665 29 PALMS HWY
JOSHUA TREE, CA 92252
(760) 995-8140

**PUBLIC HEALTH DEPARTMENT
DIVISION OF ENVIRONMENTAL HEALTH SERVICES
SAN BERNARDINO REGIONAL OFFICE
385 N ARROWHEAD AVENUE, SECOND FLOOR
SAN BERNARDINO, CA 92415-0160
(800) 442-2283**

STATE OF CALIFORNIA

**DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
DIVISION OF CODES & STANDARDS
www.hcd.ca.gov**

**SOUTHERN AREA REGIONAL OFFICE
3737 MAIN STREET, #400
RIVERSIDE, CA 92501
(951) 782-4420**

FOR MANUFACTURED HOMES REGISTRATION ONLY: (951) 782-4431

**CONTRACTOR'S STATE LICENSE BOARD
9821 BUSINESS PARK DRIVE
SACRAMENTO, CA 95826
(800) 321-2752
www.cslb.ca.gov**

APPENDIX E

MANUFACTURED HOME INFORMATION SHEET

TOP PORTION TO BE FILLED OUT BY APPLICANT FOR MANUFACTURED HOME INSTALLATIONS
(H & S 18551 AND TITLE 25)

OWNER _____ DATE _____
ADDRESS _____ COMMUNITY _____
APN _____ APPLICANT _____
MANUFACTURER _____ H.U.D.# _____
MODEL YEAR _____ VIN# _____ SIZE _____ (SQ FT)
SNOW LOAD DESIGN _____ P.S.F. SIZE (WxL) _____
SIDING MATERIAL _____ ROOF MATERIAL _____
OF BLDGS ON PROPERTY _____ LOT SIZE _____ (W&L)
HOW USED _____ LOT SIZE _____ (AREA IN SQ.FT.)

PIERS: ☐ BLOCK ☐ STEEL ☐ OTHER _____
PIER FOOTINGS: ☐ CONCRETE ☐ PRESSURE TREATED WOOD ☐ OTHER _____

FOUNDATION SYSTEM OR SKIRTING MATERIAL: ☐ BLOCK ☐ OTHER _____

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Fire Safety Overlay requirements received.	<input type="checkbox"/>	<input type="checkbox"/>	Copy of this form (Appendix E) and Appendix F received.
<input type="checkbox"/>	<input type="checkbox"/>	Garage or carport required.	<input type="checkbox"/>	<input type="checkbox"/>	Title 25 installation
<input type="checkbox"/>	<input type="checkbox"/>	Washer/dryer hookups	<input type="checkbox"/>	<input type="checkbox"/>	H & S 18551 installation

Water system that will be provided:

☐ Public Water System (Water letter required)
☐ Private Well (Permit and Approval from DEHS is required). Hauled water is not acceptable without the approval of DEHS.

NOTES:

1. A lateral tie down system is required for all Title 25 installations.
2. A garage or carport may be required, see the Guidelines to the Minimum Residential Construction Standards.
3. The manufactured home must have a housing seal, either a California Insignia or a H.U.D. Number. If the housing seal is missing, contact Housing and Community Development (HCD) for necessary fees and inspection requirements to obtain the seal. After HCD approval, apply to the Building and Safety Division for the installation permit.
4. The manufactured home must meet the Minimum Residential Construction Standards and any overlay requirements, if applicable, listed in the San Bernardino County Development Code. See the Guidelines to the Minimum Residential Construction Standards and overlay requirements for further information.
5. Road dedications right-of-way improvements, and proof of legal and physical access, if applicable, is determined by the Land Development Division of the Public Works Group during plan review of the installation plans.

Reviewed By _____

Date _____

APPENDIX F COMPLIANCE CERTIFICATE

FIRE SAFETY (FS) OVERLAY AND CALIFORNIA BUILDING CODE CHAPTER 7A

OWNER _____ PERMIT NUMBER _____

ADDRESS _____ OVERLAY AREA _____

REGION _____ (MOUNTAIN, VALLEY OR DESERT)

If proposed building is a manufactured home, complete the following:

Manufacturer _____ Model _____ HUD # _____

This form is required as part of the approved plans when a structure is proposed to be built or installed in the FS Overlay District of San Bernardino County. Submit this completed form with the signature of the owner or other authorized agent prior to permit issuance.

APPLICABLE

FS OVERLAY
AREA

CIRCLE THE REQUIRED APPLICABLE ITEMS OR "N/A" IF THE
CONDITION DOES NOT APPLY TO THIS PROJECT.

1, 2, 3	Yes	N/A	Roof is non-combustible or fire retardant Class A rated non-organic fiber.
1, 2, 3	Yes	N/A	High profile tile shall have open ends capped with non-ignitable material.
1, 2, 3	Yes	N/A	Eave enclosed with 7/8" thick stucco, one-hour fire-resistive or equal.
1, 2, 3	Yes	N/A	Fascia shall be two inches nominal solid wood, stucco or equivalent protection.
1, 2, 3	Yes	N/A	No eave projection shall be in the interior side yard more than two feet (2').
1, 2	Yes	N/A	Other than 2' eave projections into the required side yard setback, no other projections are allowed less than five feet (5') to a side or rear property line.
3	Yes	N/A	In the valley region, no projections of any kind into the side yard less than five feet (5') to a side property line.
1, 2, 3	Yes	N/A	No eave vents or roof mounted turbine vents.
1, 2, 3	Yes	N/A	Louvers, ventilators, or openings in walls, roofs, attics, and underfloor areas having headroom less than four feet (4') in height which are not fitted with sash or doors shall be covered with wire screen. The screen covering such openings shall be of corrosion-resistant metal or other approved material that offers equivalent protection and shall have a maximum mesh of one-eighth inch (1/8").
1, 2, 3	Yes	N/A	Wall Covering All exterior wall coverings shall be approved non-combustible or ignition resistant material or heavy timber or log wall construction or shall provide protection from intrusion of flames and embers in accordance with SFM 12-7A-1 or shall provide equivalent one hour fire- resistance-rated construction on exterior side. This applies to the following walls: _____

APPLICABLE
FS OVERLAY
AREA

CIRCLE THE REQUIRED APPLICABLE ITEMS OR "N/A" IF THE
CONDITION DOES NOT APPLY TO THIS PROJECT.

1, 2, 3	Yes	N/A	When exterior walls of residential and accessory buildings or portions thereof are within fifteen feet (15') of interior side or rear lot lines, or the exterior wall separation is less than thirty feet (30'), the outside of all such exterior walls or portions thereof shall be constructed with exterior wall coverings that are constructed of noncombustible materials or provide the one hour fire- resistance-rated construction on the exterior side. (See handout for Wood Sided Structures.) Where building separations are less than ten feet (10'), additional mitigation measures may be required by the responsible fire authority. This applies to the following walls: North_____ East_____ South_____ West_____
1, 2, 3	Yes	N/A	Vinyl window frame assemblies, if installed, shall have all of the following characteristics: (A) Frame and sash are comprised of vinyl material with welded corners; (B) Metal reinforcement in the interlock area; (C) Glazed with insulated glass with a minimum of one tempered pane per light; (D) Frame and sash profiles are certified in American Architectural Manufacturing Association (AAMA) Lineal Certification Program; and (E) Certified and labeled in accordance with American National Standards Institute (ANSI)/AAMA/National Wood Window and Door Association (NWWDA) structural requirements.
1, 2, 3	Yes	N/A	Exterior Doors and Exterior Door Assemblies: Exterior door assemblies shall meet standard SFM 12-7A-1 or shall be of approved noncombustible construction, or solid core wood having stiles and rails not less than 1-3/8" thick with interior field panel thickness no less than 1-1/4" thick, or shall have a fire resistance rating of not less than 20 minutes. For exterior doors with windows, refer to VI(D). Noncombustible or exterior fire retardant treated wood vehicle access doors are not required to comply with this chapter.
1, 2, 3	Yes	N/A	All exterior glazing is multi-pane with a minimum of one tempered pane or glass block or other assembly with a minimum of 20 min. fire resistive rating.
1, 2, 3	Yes	N/A	Paper-faced insulation shall be allowed in attics or ventilated spaces only if the paper is not exposed to the attic open space. Cellulose insulation is required to be fire retardant.
1, 2, 3	Yes	N/A	Every chimney used in conjunction with any fireplace or any heating appliance in which solid or liquid fuel is used, shall be maintained with a spark arrester. An approved spark arrester shall mean a device constructed of stainless steel, copper or brass, woven galvanized wire mesh, twelve (12) gauge minimum of three-eighths (3/8) inch minimum to one-half (1/2) inch maximum openings, mounted in or over all outside flue openings in a vertical or near vertical position, adequately supported to prevent movement and visible from the ground.

APPLICABLE
FS OVERLAY
AREA

CIRCLE THE REQUIRED APPLICABLE ITEMS OR "N/A" IF THE
CONDITION DOES NOT APPLY TO THIS PROJECT.

1, 2, 3	Yes	N/A	A minimum of two (2) three quarter (3/4) inch faucets with hose connections each served by a three quarter (3/4) inch waterline and installed prior to any pressure reducing device shall be available per habitable structure separated by at least one-third (1/3) of the perimeter of the structure. Such faucets should be on the side(s) of a structure facing fire hazardous areas whenever possible. If hose bibbs are not provided as part of the manufactured home construction, they shall be externally provided.
1, 2, 3	Yes	N/A	Decking – Decking, surfaces, stair treads, risers, and landings of decks, porches and balconies where any portion of such surface is within 10' of the primary structure shall be constructed of fire department approved solid wood 1 1/2" thick or ignition resistant materials, or heavy timber, or exterior fire retardant treated wood (factory applied) or approved non combustible materials.
1, 2, 3	Yes	N/A	The exterior exposed underside of cantilevered and overhanging appendages and all exterior exposed floors shall be enclosed with one hour materials.
1, 2, 3	Yes	N/A	Structural columns, beams and supporting members in all exterior exposed floors shall be protected as required for exterior walls.
1, 2, 3	Yes	N/A	A fuel modification plan, when required by the Fire Department having jurisdiction, shall be completed prior to final inspection approval.
1, 2, 3	Yes	N/A	The local fire agency may require additional fire protection measures. Obtain a "Fire Department Project Condition Letter" for additional requirements.

REVIEWING OFFICIAL _____ DATE _____

The undersigned owner, or other authorized person affirms by signature below, that all of the applicable requirements or features indicated above have been incorporated into the construction plans and documents of the above described structure. The building proposed to be built by these plans complies with all materials and construction methods for wildfire exposure as described in California Building Code Chapter 7A and the Fire Safety Overlay of San Bernardino County. Deviation from the plan requires concurrence of the reviewing authority.

If the proposed building is a manufactured home, a written statement from the appropriate inspection agency will be provided prior to final inspection affirming all required fire resistive features have been incorporated into the construction of the manufactured home.

(Signature of Owner or Authorized Agent or Plant IPIA/Plant
Quality Control Inspector or Authorized HCD Inspector)

DATE _____

(Print Name/Title)

DATE _____

PLANT OR OFFICE ADDRESS _____

PHONE NUMBER _____